



Assistant Coaches

The maximum allowed Assistant Coaches is four (4) individuals per team, to complete these tasks.

Duties include, but are not limited to:

- Reports to the Director of Coaches and the Head Coach.
- **General Acknowledgement:**
 - Must adhere to any / all participant development mandates; as set by the SW Hockey Board, in order to remain on the team roster.
 - Respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
 - Support the participant development program by SW Hockey.
 - Assist with pre-game preparation, and team operations during games.
 - Assist with the supervision of safety of the participants on and off the ice.
 - Assist with communications; as needed
 - Assist with establishing team rules; as needed.
- **Conduct:**
 - Teach participants to play fairly; respect the rules, officials and opponents.
 - Encourage and build confidence in participants and not ridicule them.
 - Set a good example so participants have an Assistant Coach they can respect.
- **Certification:**
 - Understand required certifications in order to obtain a coaching position on a roster.
 - Ensures that all completed certification(s) are properly listed on your HCR profile.
 - Ensure you have all required certification(s) as directed by the Association, Hockey Calgary, Hockey Alberta and Hockey Canada; by the communicated deadline, in order to remain on the team roster.
 - Must complete a Police Information Check (PIC); as set by the Board, by the communicated deadline.
- **Attendance Tracker**
 - One (1) Assistant Coach must take record of team attendance; in accordance to the SW Hockey Attendance Policy.
 - To review these Roles and Responsibilities, refer to the Assistant Coach – Attendance Tracker that can be found on the website under TeamOps.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**